

Instructions:
How to Complete the
Transcript Review Process

Questions?

Email
doe-licensinginfo@state.vt.us

Licensing Help Line
(802) 828-2445

Licensing Fax Line
(802) 828-5107

Dear Educator:

Thank you for requesting information on how to apply for additional endorsement or for initial licensure (only an option in a limited number of endorsement areas) via transcript review.

Enclosed you will find:

- An Application Form for Transcript Review
- A Transcript Review Worksheet for the requested endorsement
- A Transcript Review Worksheet for the 16 Principles for VT Educators or the General Competencies for School District Administrators, if necessary
- A Praxis testing brochure
- An orange postal reply card

Follow these steps to request a transcript review:

- **Application Form**
Complete, sign and date the Application Form.
- **Transcript Review Worksheet(s)**
Complete the Transcript Review Worksheet(s) to the best of your ability listing courses you have completed next to a content topic that was addressed in the course. You may submit a worksheet even if you know you have not yet met all requirements.

Worksheets that simply state “see transcript” will not be processed and will be **returned** to the educator.

Please Note: All additional endorsements require a minimum of 18 academic credits in the endorsement area AND that all the content topics are met. It may require more than 18 credits to fulfill all the topics. In addition, some endorsements have “Additional Requirements” which must be met.

- **Official Transcripts**
Official transcripts are required for all courses identified on the worksheet(s). Unofficial copies and grade reports are no longer accepted. If you believe we already have official transcripts for the coursework you are indicating on file, you do not need to send them again.

Transcripts may be sent directly from the institution to the Office of Educator Licensing **OR** submitted by the applicant in envelopes sealed by the college/university. Student copies that have been opened will be returned to the educator.

- **Course Descriptions or Course Syllabi**

A course syllabus or course description is required when the course title does not clearly identify the course's content. The syllabus or description will be used to verify that the content topic was covered in the course. When in doubt, please enclose course descriptions.

- **Resume**

- **Fee**

Enclose a check for the \$ 40.00 review fee payable to **VT Department of Education**

- **Mail to**

Vermont Department of Education
Office of Educator Licensing and Professional Standards
120 State Street
Montpelier, VT, 05620-2501

Licensing Office Determination

You will receive a **Determination Letter** from a Licensing Specialist when your request has been reviewed. Processing time for transcript reviews is 6-8 weeks; longer in late spring and summer.

Addressing Content Topics and Additional Requirements

- The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.
- The Licensing Office does not have the authority to modify or waive any content topic or Additional Requirement.
- Each content topic must be matched with one or more academic credit-bearing course(s).
- A content topic may be addressed by more than one course; likewise, a course may address more than one content topic.

Testing Requirements

- Many endorsements require testing in addition to coursework. **Please read the enclosed brochure for more information. Contact Linda Hendrickson at linda.hendrickson@state.vt.us or by calling (802) 828-0449 if you have any questions on this testing requirement.**

Application Form for Transcript Review

A complete application includes:

- This Application Form
- Completed Transcript Review Worksheet for the desired Endorsement
- Completed Transcript Review Worksheet for 16 Principles for VT Educators or General Competencies for School District Administrators, if required
- Official transcripts, if not already on file
- Course descriptions or syllabi, if necessary.
- The required fee of \$40.00 payable to the VT Department of Education
- Resume

Office Use Only

Please print.

☐ This is a new address.

Name _____ Social Security Number _____

Address _____ Phone Number _____

_____ Email _____

I currently hold this Level I endorsement(s) _____

I currently hold this Level II endorsement(s) _____

This is my first Vermont Educator License YES NO

Signature of
Applicant: _____ Date _____

Please Note: You may be required to meet additional competencies or testing requirements if the State Board of Education and/or the Vermont Standards Board for Professional Educators revise the requirements for the endorsement you are seeking any time prior to receipt of this form by the Department of Education.